



**FINANCE AND ADMINISTRATION CABINET
COMMONWEALTH OFFICE OF TECHNOLOGY**

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AGENCY CONTACT MEMORANDUM

TO: Agency contacts
FROM: Jim Barnhart, Deputy Commissioner
Robin Morley, Deputy Commissioner
Commonwealth Office of Technology
DATE: February 25, 2009
SUBJECT: Used Computers Available

Commonwealth Office of Technology has a limited supply of used computers (desktops, laptops and workstations) that we are making available to executive branch agencies at a very low cost. These machines were used by state employees and recently replaced as a part of a routine desktop refresh cycle. While these devices are not new, they may provide capacity and performance beyond what is currently available to some of your staff.

We are offering these machines to agencies that are not part of COT's consolidated desktop support. If your agency would like to acquire some of these computers, contact Janet Lile (janet.lile@ky.gov) no later than March 6, 2009. Please state how many machines are needed and the justification for their use. Please provide in your request the model and year of your current equipment and the business program supported by the machines. The justification will be used to prioritize the agency requests if there is not enough equipment to meet demand.

After the requests are reviewed, COT will work with the agencies to negotiate a price, date of transfer, delivery, and installation services. Upon agreement, appropriate eMARS accounting, property records, and inter-account transfer of funds will be completed. We cannot accept requests for computers for personal or for charitable use.

We hope COT can assist agencies who want to upgrade or augment their equipment to serve the Commonwealth, but do not have adequate funds to do so. If you would like additional information about this program, please contact Janet Lile as indicated above.